



# Request for Competitive Sealed Proposal

## Fire Station 28

### *Pre-Submission Conference Agenda*

January 4, 2012

10:00am

Municipal Plaza  
Conference Room C

114 W. Commerce

San Antonio, TX  
78205

#### City Clerks Office:



Send All Questions To:  
Maria.godina@sanantonio.gov



- **Call to Order (Welcome)**
- **Introduction of Staff**
- **Discussion of Background & Project Scope**
- **Review of RFCSP & Processes**
  - Schedule of Events
    - Deadline for submission of written questions: Thursday January 5, 2012 at 4:00pm
    - Responses due on (Tuesday) January 10, 2012 at 2:00pm
    - Anticipated date of short-listed firms is early February 2012
    - Anticipated Council Consideration Date: February 2012
- **Required Forms**
  - 011 Invitation for RFCSP
  - Proposed Plan Narrative
  - Subcontractor/Supplier Utilization Commitment Form
  - Discretionary Contracts Disclosure Form (printed out)
  - Signed Addenda Acknowledgement Form (if applicable)
- **Amendments to the RFCSP**
  - Review Website (<http://epay.sanantonio.gov/RFPListings/>) for:
    - Summary of Pre-Submission Conference including questions/responses and a list of attendees;
    - Amendments to the RFCSP
  - Responses to questions presented subsequent to Pre-submission Conference, if any and received prior to the deadline for questions.
- **Submission Instructions**
  - Due Date/Time: Submittals are due **2:00 P.M., January 10, 2012, (Tuesday).**
  - Hand Delivery Location: City Clerk's Office, 2<sup>nd</sup> Floor of City Hall at 100 Military Plaza (SW corner of Commerce and Flores).
  - May be delivered by mail to address in RFCSP; however, **must be received** by the due dates/time as indicated in the solicitation
- **Restriction on Communications**
  - Questions (outside of this meeting) must be submitted in writing according to the Restrictions on Communication requirements of the RFCSP.
- **Evaluation Criteria**
- **Review of SBEDA Ordinance Compliance Provisions**
- **Labor Compliance**
- **Questions and/or Information**
- **Adjournment**